

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 6

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/29/2011		2. CONTRACT NO. (if any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE DIANA POZUN	
3. ORDER NO. 0001		4. REQUISITION/REFERENCE NO. PR-OAR-11-02446			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS 1200 PENNSYLVANIA AVENUE, NW	
				c. CITY WASHINGTON	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER a. PURCHASE REFERENCE YOUR X b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) X a. SMALL X d. WOMEN-OWNED b. OTHER THAN SMALL e. HUBZone c. DISADVANTAGED f. EMERGING SMALL BUSINESS g. SERVICE-DISABLED VETERAN-OWNED				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		14. GOVERNMENT B/L NO. b. ACCEPTANCE Destination		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Meeting Support Services Task Order #0001 Science Advisory Board Biogenic Carbon Emissions Panel TOPO: Diana Pozun Max Expire Date: 11/30/2011 Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO: a. NAME RTP Finance Center b. STREET ADDRESS US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive c. CITY Durham d. STATE NC e. ZIP CODE 27711							
SEE BILLING INSTRUCTIONS ON REVERSE						\$29,623.36	17(i) GRAND TOTAL
						\$29,623.36	

22. UNITED STATES OF AMERICA BY (Signature)

Jami J Rodgers

23. NAME (Typed)
Jami Rodgers
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

09/29/2011

EP-W-11-051

0001

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 09/29/2011 to 11/30/2011</p> <p>Task Order #0001 - Public Meeting of Science Advisory Board Biogenic Carbon Emissions Panel in accordance with the attached Statement of Work.</p> <p>The contractors revised quote dated September 27, 2011 is incorporated by reference.</p> <p>Accounting Info: 11-12-B-58F1-105A46C-2505-1158FC1427-0 01 BFY: 11 EFY: 12 Fund: B Budget Org: 58F1 Program (PRC): 105A46C Budget (BOC): 2505 DCN - Line ID: 1158FC1427-001 Funding Flag: Partial Funded: \$29,623.36</p> <p>The obligated amount of award: \$29,623.36. The total for this award is shown in box 17(i).</p>				29,623.36	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$29,623.36

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 01

Title: Public meeting of the Science Advisory Board Biogenic Carbon Emissions Panel

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and accommodations for the meeting; (c) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through November 30, 2011

Meeting Location: Washington, DC

Meeting Dates/Time October 25, 2011, 8:30 am – 5:30 pm
October 26, 2011, 8:30 am – 5:30 pm
October 27, 2011 -8:00 am – 12:30 pm

EPA Contacts: Diana Pozun, PO, 202-564-2139
Holly Stallworth, TOPO, 202-564-2073
Jami Rodgers, CO, 202- 564-4781

Task 1: Secure Meeting Facility and Accommodations

1. EPA is holding space at the Hyatt Regency on Capitol Hill in Washington, DC. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 20 people and approximately 100 seats in theatre style;
 - b. one refreshment room accommodating for the panel composed of 20 members on travel status;
 - c. 20 sleeping rooms at the allowable U.S. government rate;
 - d. Equipments for the meeting (see item 3 below)
2. The contractor shall procure with the facility breakfasts, lunches, and light refreshment during morning and afternoon breaks for panel's working sessions on administrative matter during the three days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences".
3. The contractor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen

- Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 Push to talk table microphones
 - Push to talk table mics controller
 - 7 Extension Cords
 - 7 Power strips
 - Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
4. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 5. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 ½ day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. COR will furnish the contractor with the blank tents with the EPA logo and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 20 pocket folders for panel members

(the folders shall be furnished by the COR). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.

4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that uses to display meeting materials. Meeting materials should be displayed with tents signs identifying the types of materials (e.g. agenda, committee roster, charge questions etc.). The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 ½ day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).

8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 10/27/2011		4. REQUISITION/PURCHASE REQ. NO. PR-OAR-11-02446		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0001			
				10B. DATED (SEE ITEM 13) 09/29/2011			
CODE (b)(4)				FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$5,580.17
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) By Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)
Meeting Support Services Task Order #0001 Science Advisory Board Biogenic Carbon Emissions Panel
TOPO: Diana Pozun Max Expire Date: 11/30/2011

The purpose of this modification to Task Order #0001 under Contract EP-W-11-051 is to obligate an additional \$5,580.17 for additional light refreshments related to meeting services per the contractor's revised quote dated October 13, 2011.

LIST OF CHANGES:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jami Rodgers	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 10/27/2011

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0001/001

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2

2

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification: Funding Only Action Total Amount for this Modification: \$5,580.17 New Total Amount for this Award: \$35,203.53 Obligated Amount for this Modification: \$5,580.17 New Total Obligated Amount for this Award: \$35,203.53</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$29,623.36 to \$35,203.53 Obligated Amount for this modification: \$5,580.17</p> <p>CHANGES FOR ACCOUNTING CODE: 11-12-B-58F1-105A46C-2505-1158FC1427-001 Amount changed from \$29,623.36 to \$35,203.53</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 09/29/2011 to 11/30/2011</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 04/13/2012		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203				(x) 9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0001		
				10B. DATED (SEE ITEM 13) 09/29/2011		
CODE (b)(4)		FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$130.58
 See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) By Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to close Task Order #1 under Contract EP-W-11-051 and deobligate unliquidated funds. As a result, the total funded amount is decreased from \$35,203.53 by \$130.58 to \$35,072.95.

Note: These current year funds shall be returned to the Office of the Administrator/Science Advisory Board.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Naomi Jones	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0001/002

PAGE

OF

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3

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>TOPO: Diana Pozun Max Expire Date: 11/30/2011 The purpose of this modification to Task Order #1 under Contract EP-W-11-051 is to deobligate unliquidated funds and to administratively close said Task Order. As a result, the total funded amount of this Task Order is hereby decreased from \$35,203.53 by \$130.58 to \$35,072.95.</p> <p>Note: These current year funds shall be returned to the Office of the Administrator/Science Advisory Board. Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 09/29/2011 to 11/30/2011</p> <p>Change Item 0001 to read as follows (amount shown is the total amount):</p> <p>Task Order #0001 - Public Meeting of Science Advisory Board Biogenic Carbon Emissions Panel in accordance with the attached Statement of Work.</p> <p>The contractors revised quote dated September 27, 2011 is incorporated by reference.</p> <p>Accounting Info: 11-12-B-58F1-105A46C-2505-1158FC1427-001 BFY: 11 EFY: 12 Fund: B Budget Org: 58F1 Program (PRC): 105A46C Budget (BOC): 2505 DCN - Line ID: 1158FC1427-001 Funding Flag: Complete Continued ...</p>				35,072.95

NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Funded: -\$130.58</p> <p>The purpose of this modification is to close Task Order #1 under Contract EP-W-11-051 and deobligate unliquidated funds. As a result, the total funded amount is decreased from \$35,203.53 by \$130.58 to \$35,072.95.</p> <p>Note: These current year funds shall be returned to the Office of the Administrator/Science Advisory Board.</p>				

ORD... FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 7

1. DATE OF ORDER 01/06/2012		2. CONTRACT NO. (if any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Diana Pozun	
3. ORDER NO. 0002		4. REQUISITION/REFERENCE NO. PR-OA-12-00029		b. STREET ADDRESS 1200 Pennsylvania Avenue, NW	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				c. CITY Washington	d. STATE DC
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				e. ZIP CODE 20460	
b. COMPANY NAME				f. SHIP VIA	
c. STREET ADDRESS 1345 LANCIA DRIVE				8. TYPE OF ORDER <input type="checkbox"/> a PURCHASE <input checked="" type="checkbox"/> b DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Task Order #0002 Contract Support for the CASAC Ozone Meeting January 9-10, 2012 TOPO: Holly Stallworth Max Expire Date: 02/28/2012 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$28,627.08
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
	c. CITY Durham	d. STATE NC	e. ZIP CODE 27711			\$28,627.08	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

Jami Rodgers

23. NAME (Typed)
Jami Rodgers
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/06/2012	CONTRACT NO. EP-W-11-051	ORDER NO 0002
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ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 01/06/2012 to 02/28/2012 Project Manager - Base Period	13	HR	(b)(4)	(b)(4)	
0002	Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21016-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21016-001 Funding Flag: Complete Funded: \$1,249.95 Meeting Planner - Base Period	44	HR	(b)(4)	(b)(4)	
0003	Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21016-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21016-001 Funding Flag: Complete Funded: \$2,200.00 Jr. Coordinator - Base Period	95	HR	(b)(4)	(b)(4)	
0005	Other Direct Costs - Base Period Accounting Info: Continued ...				21,669.73	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$28,627.08

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO

ORDER NO

01/06/2012

EP-W-11-051

0002

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	12-13-B-11T-ZZZMG5-2505-1211T21016-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21016-001 Funding Flag: Complete Funded: \$21,669.73 The obligated amount of award: \$28,627.08. The total for this award is					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 02

Title: Public meeting of the CASAC Ozone Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through February 28, 2012

Meeting Location: Durham, NC

Meeting Dates/Time January 9, 2012 9:00 am – 5:30 pm
January 10, 2012, 8:30 am – 12:30 pm

EPA Contacts: Diana Pozun, PO, 202-564-2139
Holly Stallworth, TOPO, 202-564-2073
Jami Rodgers, CO, 202- 564-4781

Task 1: Secure Meeting Facility

1. EPA is holding space at the Marriott Research Triangle Park Hotel in Durham, NC. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 20 people and approximately 100 seats in theatre style;
 - b. one refreshment room accommodating for the panel composed of 20 members on travel status;
 - c. Equipments for the meeting (see item 3 below)
2. The contractor shall procure with the facility breakfasts, lunch, and light refreshment during morning and afternoon breaks for panel's working sessions on administrative matter during the two days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences".
3. The contractor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers

- RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 Push to talk table microphones
 - Push to talk table mics controller
 - 5 Extension Cords
 - 5 Power strips
 - Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
4. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 5. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 20 pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.

4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 02/13/2012		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203				(x)			9A. AMENDMENT OF SOLICITATION NO.
							9B. DATED (SEE ITEM 11)
				x			10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0002
							10B. DATED (SEE ITEM 13) 01/06/2012
CODE (b)(4)				FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
 See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 DUNS Number: (b)(4)
 Task Order #0002 Contract Support for the CASAC Ozone Meeting January 9-10, 2012
 TOPO: Holly Stallworth Max Expire Date: 02/28/2012

The purpose of this modification to Task Order #0002 under Contract EP-W-11-051 is to correct the period of performance as set forth below.

LIST OF CHANGES:
 Reason for Modification: Other Administrative Action
 Period Of Performance Start Date changed from 06-JAN-12 to 20-OCT-11
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jami Rodgers	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA _____ (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0002/001

PAGE OF

2

2

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1 Start Date changed from 06-JAN-12 to 20-OCT-11</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Start Date changed from 06-JAN-12 to 20-OCT-11</p> <p>CHANGES FOR LINE ITEM NUMBER: 3 Start Date changed from 06-JAN-12 to 20-OCT-11</p> <p>CHANGES FOR LINE ITEM NUMBER: 5 Start Date changed from 06-JAN-12 to 20-OCT-11</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 10/20/2011 to 02/28/2012</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 04/26/2012		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203				(x) 9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0002		
				10B. DATED (SEE ITEM 13) 01/06/2012		
CODE	(b)(4)	FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$3,593.53
 See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
x	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: By Mutual Agreement of both Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to close-out Task Order #2 under Contract No. EP-W-11-051 and deobligate unliquidated funds. As a result, the total funded amount is decreased from \$28,627.08 by \$3,593.53 to \$25,033.55.
 Note: \$3,593.53 is to be returned to the Office of the Administrator/Science Advisory Board.
 TOPO: Holly Stallworth Max Expire Date: 02/28/2012
 Delivery Location Code: HPOD
 HPOD
 US Environmental Protection Agency
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Naomi Jones	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA _____ (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0002/002

PAGE

OF

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3

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 10/20/2011 to 02/28/2012 Change Item 0001 to read as follows (amount shown is the total amount):	13	HR	(b)(4)	(b)(4)
	Project Manager - Base Period Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21016-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21016-001 Funding Flag: Complete Funded: \$0.00 Change Item 0002 to read as follows (amount shown is the total amount):			(b)(4)	(b)(4)
0002	Meeting Planner - Base Period Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21016-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21016-001 Funding Flag: Complete Funded: \$0.00 Change Item 0003 to read as follows (amount shown is the total amount):	44	HR	(b)(4)	(b)(4)
	Jr. Coordinator - Base Period Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21016-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21016-001 Continued ...			(b)(4)	(b)(4)
0003		95	HR		

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-11-051/0002/002

PAGE

OF

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3

NAME OF OFFEROR OR CONTRACTOR

ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0005	<p>Funding Flag: Complete Funded: \$0.00</p> <p>Change Item 0005 to read as follows (amount shown is the total amount):</p> <p>Other Direct Costs - Base Period</p> <p>Delivery: 02/28/2012 Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21016-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21016-001 Funding Flag: Complete Funded: -\$3,593.53 The purpose of this modification is to close-out Task Order #2 under Contract No. EP-W-11-051 and deobligate unliquidated funds. As a result, the total funded amount is decreased from \$28,627.08 by \$3,593.53 to \$25,033.55. Note: \$3,593.53 is to be returned to the Office of the Administrator/Science Advisory Board.</p>				18,076.20

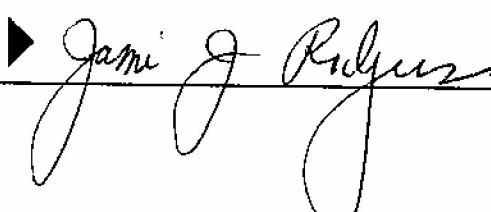
ORDER SUPPLIES OR SERVICES

PAGE OF PAGES

1

7

IMPORTANT: Mark all packages and papers with contract and order numbers.

1. DATE OF ORDER 01/18/2012		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Diana Pozun			
3. ORDER NO. 0003		4. REQUISITION/REFERENCE NO. PR-OA-12-00052		b. STREET ADDRESS 1200 Pennsylvania Avenue, NW			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				c. CITY Washington		d. STATE DC	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA			
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY			
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
d. CITY MCLEAN		e. STATE VA		f. ZIP CODE 221022203		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OA/Science Advisory Board			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)				12. F.O.B. POINT Destination			
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS			
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	DUNS Number: (b)(4) Task Order #0003 Libby Asbestos Meeting Support for EPA's Science Advisory Board TOPO: Diana Pozun Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO: a. NAME RTP Finance Center						\$50,874.72	
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive							
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			\$50,874.72	
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Jami Rodgers TITLE: CONTRACTING/ORDERING OFFICER			

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER		CONTRACT NO.		ORDER NO.		
1/18/2012		EP-W-11-051		0003		
ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
0001	Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 11/17/2011 to 03/31/2012	27	HR			
	Project Manager - Base Period			(b)(4)	(b)(4)	
0002	Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21020-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21020-001 Funding Flag: Complete Funded: \$2,596.05	69	HR			
	Meeting Planner - Base Period			(b)(4)	(b)(4)	
0003	Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21020-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21020-001 Funding Flag: Complete Funded: \$3,450.00	125	HR			
	Jr. Coordinator - Base Period			(b)(4)	(b)(4)	
0004	Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21020-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21020-001 Funding Flag: Complete Funded: \$4,615.00					
	Other Direct Costs - Base Period				40,213.67	
	Accounting Info: Continued ...					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$50,874.72

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
01/18/2012

CONTRACT NO.
EP-W-11-051

ORDER NO.
0003

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	12-13-B-11T-ZZZMG5-2505-1211T21020-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21020-001 Funding Flag: Complete Funded: \$40,213.67 The obligated amount of award: \$50,874.72. The total for this award is					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 03

Title: Public meeting of the SAB Libby Asbestos Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through March 31, 2012

Meeting Location: Alexandria, Va

Meeting Dates/Time February 6 2012 9:00 am – 5:30 pm
February 7, 2012, 8:30 am – 5:00 pm
February 8, 2012, 8:30am – 3:00pm

EPA Contacts: Diana Pozun, COR, 202-564-2139
Diana Wong, TOCOR, 202-564-2049
Jami Rodgers, CO, 202- 564-4781

Task 1: Secure Meeting Facility

1. The Contractor shall secure meeting space at the Westlin Hotel in Alexandria, Va and obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 22 people and approximately 100 - 200 seats in theatre style;
 - b. one refreshment room accommodating for the panel composed of 22 members on travel status;
 - c. Equipments for the meeting (see item 3 below)
2. The contractor shall procure with the facility breakfasts, lunches, and light refreshment during morning and afternoon breaks for panel's working sessions on administrative matter during the two days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences".
3. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers

- RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 Push to talk table microphones
 - Push to talk table mics controller
 - 7 Extension Cords
 - 7 Power strips
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
4. The contractor shall procure wireless internet access for 22 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 5. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 22 pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.
4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall

include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues.
The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 6 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 6

1. DATE OF ORDER 02/28/2012		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Diana Pozun	
3. ORDER NO. 0004		4. REQUISITION/REFERENCE NO. PR-OA-12-00103		b. STREET ADDRESS 1200 Pennsylvania Avenue, NW pozun.diana@epa.gov	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				c. CITY Washington	d. STATE DC
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA		f. ZIP CODE 221022203	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OA/Science Advisory Board	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/14/2014	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Task Order #0004 Animal Feeding Operation Air Emission Panel Meeting Support for EPA's Science Advisory Board Meeting March 14-16, 2012 in Durham, NC TOPO: Alisa Fisher Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive				\$40,301.78
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$40,301.78	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

► Jami J. Rodgers

23. NAME (Typed)
Jami Rodgers
TITLE: CONTRACTING/ORDERING OFFICER

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/28/2012	CONTRACT NO. EP-W-11-051	ORDER NO. 0004
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 02/08/2012 to 05/28/2012					
0001	Meeting Support March 14-16, 2012 in Durham, NC in accordance with the attached Statement of Work and the Contractor's Quote dated February 8, 2012. Accounting Info: 12-13-B-11T-ZZZMG5-2504-1211T21031-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2504 DCN - Line ID: 1211T21031-001 Funding Flag: Complete Funded: \$37,923.69				37,923.69	
0002	Light Refreshments for EPA SAB Meeting held March 14-16, 2012 in Durham, NC in accordance with the attached Statement of Work and the Contractor's Quote dated February 8, 2012. Accounting Info: 12-13-B-11T-ZZZMG5-2615-1211T21031-002 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2615 DCN - Line ID: 1211T21031-002 Funding Flag: Complete Funded: \$2,378.09 INVOICE APPROVING OFFICIAL: DIANA POZUN (202)564-2139 The obligated amount of award: \$40,301.78. The total for this award is				2,378.09	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$40,301.78	

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 04**

Title: SAB animal feeding operation air emission panel meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

Meeting Location: Durham, NC

Meeting Dates/Time March 14, 2012 8:30 am – 5:30 pm
March 15, 2012 8:30 am – 5:30 pm
March 16, 2012 8:30 am – 1:00 pm

EPA Contacts: Alisa Fisher, COR 202-564-2122
Ed Hanlon, TO COR, 202-564-2134
Jami Rodgers, CO, 202- 564-4781

Invoice Approving Official: Diana Pozun, COR

Task 1: Secure Meeting Facility

1. EPA is holding space at the Marriot at Research Triangle Park Hotel in Durham, NC. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 25 people and approximately 75 seats in theatre style;
 - b. one refreshment room accommodating for the panel composed of 20 members on travel status;
 - c. Equipments for the meeting (see item 3 below)
2. The contractor shall procure with the facility working breakfasts, working lunch, and light refreshment for the panel's working sessions on administrative matter during the three days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences".
3. The contractor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers

- RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 Push to talk table microphones
 - Push to talk table mics controller
 - 5 Extension Cords
 - 5 Power strips
 - Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
 - 1 Timer
4. The contractor shall procure wireless internet access for 25 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 5. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 25 pocket folders for panel members (the folders shall be furnished by the Contractor). The contractor shall make 1 copy of all meeting materials for public display, and 75 copies of the meeting agenda, committee roster and charge questions for the public.

4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues.
The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 11/07/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11) x	
10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0004		10B. DATED (SEE ITEM 13) 02/28/2012		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS	
CODE (b)(4)		FACILITY CODE			

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
 See Schedule Net Decrease: -\$4,846.91

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this Modification, is to deobligate the unliquidated amount of \$4,846.91, and return that amount back to the Science Advisory Board and close-out Task Order No. 4

TOPO: Alisa Fisher

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Total Amount for this Modification: -\$4,846.91

New Total Amount for this Version: \$35,454.87

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Naomi Jones	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 11/7/2012

NSN 7540-01-152-8070
 Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
 Prescribed by GSA
 FAR (48 CFR) 53.243

CONTINUATION SHEET

 REFERENCE NO. 0 DOCUMENT BEING CONTINUED
 EP-W-11-051, J004/001

PAGE 2 OF 3

 NAME OF OFFEROR OR CONTRACTOR
 ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Obligated Amount for this Modification: -\$4,846.91 New Total Obligated Amount for this Award: \$35,454.87 CHANGES FOR LINE ITEM NUMBER: 1 to Deobligate unliquidated amount of \$3,051.51 and return that amount back to the Science Advisory Board, and close-out Task Order No. 4 Total Amount changed from \$37,923.69 to \$34,872.18 Obligated Amount for this modification: -\$3,051.51 CHANGES FOR DELIVERY LOCATION: FMSD Amount changed from \$37,923.69 to \$34,872.18 CHANGES FOR ACCOUNTING CODE: 12-13-B-11T-ZZZMG5-2504-1211T21031-001 Amount changed from \$37,923.69 to \$34,872.18 CHANGES FOR LINE ITEM NUMBER: 2 to Deobligate unliquidated amount of \$1,795.40 and return that amount back to the Science Advisory Board and close-out Task Order No. 4 Total Amount changed from \$2,378.09 to \$582.69 Obligated Amount for this modification: -\$1,795.40 CHANGES FOR DELIVERY LOCATION: FMSD Amount changed from \$2,378.09 to \$582.69 CHANGES FOR ACCOUNTING CODE: 12-13-B-11T-ZZZMG5-2615-1211T21031-002 Amount changed from \$2,378.09 to \$582.69 Delivery: 03/16/2012 Delivery Location Code: FMSD US EPA 1200 Pennsylvania Ave NW Washington DC 20460 USA Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-11-051, J004/001PAGE OF
3 3NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 02/08/2012 to 05/28/2012				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 6

1. DATE OF ORDER 03/06/2012		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO:	
3. ORDER NO. 0005		4. REQUISITION/REFERENCE NO. PR-OA-12-00097		a. NAME OF CONSIGNEE Diana Pozun	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, NW	
				c. CITY WASHINGTON	e. ZIP CODE 20460
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR ENDYNA INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OA/Science Advisory Board	

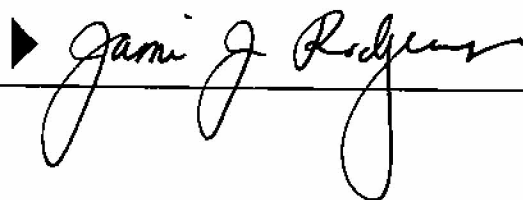
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Task Order #0005 Public Meeting Support for EPA's Science Advisory Board Meeting March 22-23, 2012 in Washington, DC TOPO: DIANA POZUN Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive				17(i) GRAND TOTAL
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature)



23. NAME (Typed)
Jami Rodgers
TITLE: CONTRACTING/ORDERING OFFICER

SCHEP E - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
03/06/2012	EP-W-11-051	0005

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 03/06/2012 to 05/30/2012</p> <p>Meeting Support March 22-23, 2012 in Washington, DC in accordance with the attached Statement of Work and the Contractor's Quote dated February 29, 2012.</p> <p>Accounting Info: 12-13-B-11T-ZZZMG5-2505-1211T21034-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2505 DCN - Line ID: 1211T21034-001 Funding Flag: Complete Funded: \$34,028.62 INVOICE APPROVING OFFICIAL: DIANA POZUN (202)564-2139</p> <p>The obligated amount of award: \$34,028.62. The total for this award is</p>				34,028.62	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$34,028.62

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 04

Title: Public meeting of the SAB Board

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through May 30, 2012

Meeting Location: Washington, DC

Meeting Dates/Time March 22, 2012, 8:00 am – 6:00 pm
March 23, 2012, 8:30 am – 1:00 pm

EPA Contacts: Diana Pozun, COR, 202-564-2139
Angela Nugent, TOCOR, 202-564-2218
Jami Rodgers, CO, 202- 564-4781

Task 1: Secure Meeting Facility

1. The Contractor shall secure meeting space at the Washington Plaza Hotel in Washington, DC and obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 35 people and approximately 100 - 200 seats in theatre style;
 - b. one refreshment room accommodating for the panel composed of 35 members on travel status;
 - c. Equipments for the meeting (see item 3 below)
2. The contractor shall procure with the facility breakfasts, lunches, and light refreshment during morning and afternoon breaks for panel's working sessions on administrative matter during the two days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences".
3. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier

- Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 15 Push to talk table microphones
 - Push to talk table mics controller
 - 9 Extension Cords
 - 9 Power strips
 - Speaker phone
 - Phone line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
4. The contractor shall procure wireless internet access for 35 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 5. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 35 pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.
4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide

the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting two hours of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The Contractor shall provide the sign-in sheets for the members and public.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues.
The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 11/06/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (if applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (if other than item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0005	
				10B. DATED (SEE ITEM 13) 03/06/2012	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

See Schedule

Net Decrease:

-\$7,526.14

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this Modification is to deobligate unliquidated funds in the amount of \$7,526.14, return that amount to the Science Advisory Board and close-out the Task Order No. 5

TOPO: DIANA POZUN

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

New Total Amount for this Award: \$26,502.48

Obligated Amount for this Modification: -\$7,526.14

Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Naomi Jones

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

11/7/2012

CONTINUATION SHEET

REFERENCE NO. 0 DOCUMENT BEING CONTINUED
EP-W-11-051, 0005/001PAGE OF
2 4NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Buyer changed from Jami Rodgers to Naomi Jones</p> <p>Contracting Officer changed from Jami Rodgers to Naomi Jones</p> <p>Purpose: Deobligate unliquidated amount of \$7,526.214, and return that amount back to the Science Advisory Board and close-out Task Order No. 005 Total Amount changed from \$34,028.62 to \$26,502.48 Obligated Amount for this modification: -\$7,526.14</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD Amount changed from \$34,028.62 to \$26,502.48</p> <p>CHANGES FOR ACCOUNTING CODE: 12-13-B-11T-ZZZMG5-2505-1211T21034-001 Amount changed from \$34,028.62 to \$26,502.48</p> <p>Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 03/06/2012 to 05/30/2012</p>				

ORDER SUPPLIES OR SERVICES

PAGE OF PAGES

1 7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 03/27/2012		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO:	
3. ORDER NO. 0006		4. REQUISITION/REFERENCE NO. PR-OA-12-00146		a. NAME OF CONSIGNEE Alisa Fisher	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, NW	
				c. CITY Washington	e. ZIP CODE 20460
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR ENDYNA INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN	e. STATE VA	f. ZIP CODE 221022203			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OA/Science Advisory Board	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)					12. F.O.B. POINT Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/30/2012	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Contract Support for CASAC Lead Meeting on April 10, 2012 and April 11, 2012 TOPO: Aaron Yeow Max Expire Date: 06/30/2012 Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$26,062.13				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$26,062.13	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Naomi Jones TITLE: CONTRACTING/ORDERING OFFICER		

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 5/2011)
Prescribed by USAFAR 48 CFR 53.213(f)

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHI E - CONTINUATION

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
03/27/2012CONTRACT NO.
EP-W-11-051ORDER NO.
0006

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 03/27/2012 to 06/30/2012</p> <p>CONTRACT SUPPORT FOR CASAC LEAD MEETING ON APRIL 10-11, 2012</p> <p>Accounting Info: 12-13-B-11T-ZZZMG5-2584-1211T21041-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 DCN - Line ID: 1211T21041-001 Funding Flag: Complete Funded: \$26,062.13</p> <p>The obligated amount of award: \$26,062.13. The total for this award is</p>				26,062.13	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$26,062.13

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2005)

Prescribed by GSA FPMR (48 CFR) 53.213(f)

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 06

Title: CASAC Lead Panel

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through June 29, 2012

Meeting Location: Durham, NC

Meeting Dates/Time April 10, 2012 8:30 am – 5:30 pm
April 11, 2012, 8:30 am – 1:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Aaron Yeow, TOPO, 202-564-2050
Jami Rodgers, CO, 202- 564-4781

Task 1: Secure Meeting Facility

1. EPA is holding space at the **Marriott at Research Triangle Park Hotel in Durham, NC**. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 20 people and approximately 50 seats in theatre style;
 - b. one refreshment room accommodating for the panel composed of 20 members on travel status;
 - c. Equipment for the meeting (see item 3 below)
2. The contractor shall procure with the facility breakfasts, lunch, and light refreshment during morning and afternoon breaks for panel's working sessions on administrative matter during the two days in accordance with EPA Policy Procurement Notice, PPN 00-01 "Contracting for Light Refreshments at Agency Conferences".
3. The contractor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers

- RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 13 Push to talk table microphones
 - Push to talk table mics controller
 - 5 Extension Cords
 - 5 Power strips
 - Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
 - 1 Timer
4. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 5. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 20 pocket folders for panel members (the folders shall be furnished by the Contractor). The contractor shall make 1 copy of all meeting materials for public display, and 50 copies of the meeting agenda, committee roster and charge questions for the public.

4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.
5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
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7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 06**

Title: CASAC Lead Panel

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

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5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
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Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

AMENDMENT OF SOLICITATION/MODIFICATION/ CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
001		11/08/2012			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)	
HPOD		HPOD		HPOD	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		(x)			
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0006	
				10B. DATED (SEE ITEM 13) 03/27/2012	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$3,093.68
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this Modification, is to deobligate the unliquidated amount of \$3,093.68 and return that amount back to the Science Advisory Board and close-out Task Order No. 006

TOPO: Aaron Yeow Max Expire Date: 06/30/2012

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Total Amount for this Modification: -\$3,093.68

New Total Amount for this Award: \$22,968.45

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Naomi Jones	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	15B. UNITED STATES OF AMERICA	15C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	11/8/2012

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-88)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-11-051/0006/001

PAGE 2 OF 3

NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: -\$3,093.68 New Total Obligated Amount for this Award: \$22,968.45</p> <p>CHANGES FOR ACCOUNTING CODE: 12-13-B-11T-ZZZMG5-2584-1211T21041-001 Amount changed from \$26,062.13 to \$22,968.45</p> <p>Delivery: 06/30/2012 Delivery Location Code: FMSD US EPA 1200 Pennsylvania Ave NW Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 03/27/2012 to 06/30/2012</p>				

OR FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 8

1. DATE OF ORDER 04/09/2012		2. CONTRACT NO. (if any) EP-W-11-051		6. SHIP TO:	
3. ORDER NO. 0007		4. REQUISITION/REFERENCE NO. PR-OA-12-00147		a. NAME OF CONSIGNEE Diana Pozun	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, NW	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20748	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR ENDYNA INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE	
c. STREET ADDRESS 1345 LANCIA DRIVE				REFERENCE YOUR:	
				<input checked="" type="checkbox"/> b. DELIVERY	
				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OA/Science Advisory Board	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone					
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/29/2014	
a. INSPECTION Destination		b. ACCEPTANCE Destination		16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Public Meeting for SAB Exposure and Human Health Committee TOPO: Sue Shallal Max Expire Date: 06/29/2012 Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$28,317.31				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$28,317.31	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Naomi Jones TITLE: CONTRACTING/ORDERING OFFICER		

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLEOPTIONAL FORM 347 (Rev. 5/2011)
Prescribed by GSA/FAR 48 CFR 53.213(f)

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO.

04/09/2012 EP-W-11-051

ORDER NO.

0007

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 04/09/2012 to 06/29/2012</p> <p>Public Meeting for SAB Exposure and Human Health Committee</p> <p>Task Order 7 - Contracting Support for the SAB Exposure and Human Health Committee on May 31 & 31, 2012</p> <p>Accounting Info: 12-13-B-11T-ZZZMG5-2504-1211T21043-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2504 DCN - Line ID: 1211T21043-001 Funding Flag: Complete Funded: \$28,317.31</p> <p>The obligated amount of award: \$28,317.31. The total for this award is</p>				28,317.31	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$28,317.31	

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PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)

Prescribed by GSA FAR (48 CFR) 53.213(f)

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 07**

Title: SAB Exposure and Human Health Committee

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through June 29, 2012

Meeting Location: Washington, DC.

Meeting Dates/Time May 30, 2012- 8:30 am – 5:30 pm
May 31, 2012 - 8:30 am – 12:30pm

EPA Contacts: Diana Pozun, COR, 202-564-2139
Sue Shallal, TOPO, 202-564-2057
Jami Rodgers, CO, 202- 564-4781

Task 1: Secure Meeting Facility

1. EPA is holding space at the Embassy Row Hotel in Washington, DC. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 20 people and approximately 60 seats in theatre style;
 - b. Equipments for the meeting (see item 3 below)
2. The contractor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 14 Push to talk table microphones
 - Push to talk table mics controller
 - 5 Extension Cords

- 5 Power strips
 - Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 20 pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 30 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.
4. The Contractor shall arrange with the hotel to have the conference room and the refreshment room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.
6. The contractor will make sure that an extra handout table is available to display the public comments. The contractor will make sure that a sign is on the table that says, "DISPLAY ONLY, DO NOT REMOVE".

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

Task 4: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 6:30am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants check off their name on the sign-in sheet each day of the meeting. The sign-in sheet will be provided by the COR.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/18/2012		2. CONTRACT NO. (If any) EP-W-11-051		6. SHIP TO: a. NAME OF CONSIGNEE Diana Pozun	
3. ORDER NO. 0008		4. REQUISITION/REFERENCE NO. PR-OA-12-00131			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, NW	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/2012	
16. DISCOUNT TERMS					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Public Meeting of the SAB Board and BOSC, from July 10, 2012 and July 11, 2012, in Raleigh, NC TOPO: Angela Nugent Max Expire Date: Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$45,749.53
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Naomi Jones
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 04/18/2012	CONTRACT NO. EP-W-11-051	ORDER NO. 0008
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>09/30/2012</p> <p>Admin Office:</p> <p> HPOD</p> <p> US Environmental Protection Agency</p> <p> Ariel Rios Building</p> <p> 1200 Pennsylvania Avenue, N. W.</p> <p> Mail Code: 3803R</p> <p> Washington DC 20460</p> <p>Period of Performance: 04/18/2012 to 09/30/2012</p> <p>BOSC Support of SAB Board Meeting on July 10 & 11, 2012. This will be for Task Order 08.</p> <p>Accounting Info:</p> <p>11-12-C-261A000-106FHAA-2532-12261AC00</p> <p>4-001 BFY: 11 EFY: 12 Fund: C Budget</p> <p>Org: 261A000 Program (PRC): 106FHAA</p> <p>Budget (BOC): 2532 DCN - Line ID: 12261AC004-001</p> <p>Funding Flag: Partial</p> <p>Funded: \$4,349.53</p> <p>Accounting Info:</p> <p>11-12-C-261A000-203FA7A-2532-12261AC00</p> <p>4-002 BFY: 11 EFY: 12 Fund: C Budget</p> <p>Org: 261A000 Program (PRC): 203FA7A</p> <p>Budget (BOC): 2532 DCN - Line ID: 12261AC004-002</p> <p>Funding Flag: Partial</p> <p>Funded: \$2,500.00</p> <p>Accounting Info:</p> <p>11-12-C-261A000-303FB3A-2532-12261AC00</p> <p>4-003 BFY: 11 EFY: 12 Fund: C Budget</p> <p>Org: 261A000 Program (PRC): 303FB3A</p> <p>Budget (BOC): 2532 DCN - Line ID: 12261AC004-003</p> <p>Funding Flag: Partial</p> <p>Funded: \$8,500.00</p> <p>Accounting Info:</p> <p>11-12-C-261A000-404FB1A-2532-12261AC00</p> <p>4-004 BFY: 11 EFY: 12 Fund: C Budget</p> <p>Org: 261A000 Program (PRC): 404FB1A</p> <p>Budget (BOC): 2532 DCN - Line ID: 12261AC004-004</p> <p>Funding Flag: Partial</p> <p>Continued ...</p>				45,749.53	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$45,749.53

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

PAGE NO
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 04/18/2012	CONTRACT NO. EP-W-11-051	ORDER NO. 0008
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Funded: \$13,000.00</p> <p>Accounting Info:</p> <p>11-12-C-261A000-404FB2APV-2532-12261AC</p> <p>004-005 BFY: 11 EFY: 12 Fund: C</p> <p>Budget Org: 261A000 Program (PRC):</p> <p>404FB2APV Budget (BOC): 2532 DCN -</p> <p>Line ID: 12261AC004-005</p> <p>Funding Flag: Partial</p> <p>Funded: \$17,200.00</p> <p>Accounting Info:</p> <p>1112 C 261A000 404FB2APW BFY: 11 EFY:</p> <p>12 Fund: C Budget Org: 261A000</p> <p>Program (PRC): 404FB2APW Budget</p> <p>(BOC): 2532</p> <p>Funding Flag: Partial</p> <p>Funded: \$200.00</p> <p>The obligated amount of award: \$45,749.53.</p> <p>The total for this award is</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 08

Title: Public meeting of the SAB Board & BOSC

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through September 30, 2012

Meeting Location: Raleigh, North Carolina

Meeting Dates/Time July 10, 2012 9:00 am – 6:00 pm
July 11, 2012 9:00 am – 5:00 pm

EPA Contacts: Diana Pozun, COR, 202-564-2139
Angela Nugent, TOCOR, 202-564-2218
Naomi Jones, CO, 202- 564-4512

Task 1: Secure Meeting Facility

1. The Contractor shall secure meeting space at the Renaissance Raleigh North Hills Hotel in Raleigh, NC and obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 40 people and approximately 100 - 200 seats in theatre style;
 - b. Six breakout rooms for first day only (July 10) setup in conference style for 25 people and chairs around the table and room. Speakerphone in each breakout room.
 - c. Equipments for the meeting (see item 3 below)
2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 28 Push to talk table microphones

- Push to talk table mics controller
 - 9 Extension Cords
 - 9 Power strips
 - 7 Speaker phones (one in the main conference room for two days and 1 in each breakout room (July 10 only)
 - Phone line in main conference room for two days, phone line in each breakout room (6) for July 10 only.
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 40 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

1. The Contractor shall prepare name badges and tent cards for Panel members, Liaison members, BOSC members and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 40 or more pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.
4. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this

setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting two hours of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The COR shall provide the sign-in sheets for the members and public.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

Task 4: Post Meeting Support

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION		F CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 05/09/2012		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		CODE HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0008			
				10B. DATED (SEE ITEM 13) 04/18/2012			
CODE (b)(4)		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this Amendment No. 1 to Task Order No. 8, is to change the date on the period of performance reading...the date of award through September 31, 2012, is changed to read...The date of award through August 11, 2012; Task 4: On-Site Meeting Support, is hereby amended to read: Task 3: on-Site Meeting Support Task 4: is hereby added to Post Meeting Support
1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Naomi Jones	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 5/9/12

CONTINUATION SHEET	REFERENCE NO. OF JMENT BEING CONTINUED	PAGE	OF
	EP-W-11-051/0008/001	2	2

NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>1. Reviewing, discussing and paying the final hotel bill; 2. Reviewing, discussing and paying the final A/V invoice; 3. Developing the progress report for EPA; 4. Developing the final invoice for the meeting.</p> <p>Deliverable date: Within 30 business days of the conclusion of the meeting.</p> <p>TOPO: Angela Nugent Max Expire Date: 09/30/2012</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711</p> <p>Period of Performance: 04/18/2012 to 09/30/2012</p>				

Amendment 1

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 08**

Title: Public meeting of the SAB Board & BOSC

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through August 11, 2012

Meeting Location: Raleigh, North Carolina

Meeting Dates/Time July 10, 2012 9:00 am – 6:00 pm
July 11, 2012 9:00 am – 5:00 pm

EPA Contacts: Diana Pozun, COR, 202-564-2139
Angela Nugent, TOCOR, 202-564-2218
Naomi Jones, CO, 202- 564-4512

Task 1: Secure Meeting Facility

1. The Contractor shall secure meeting space at the Renaissance Raleigh North Hills Hotel in Raleigh, NC and obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 40 people and approximately 100 - 200 seats in theatre style;
 - b. Six breakout rooms for first day only (July 10) setup in conference style for 25 people and chairs around the table and room. Speakerphone in each breakout room.
 - c. Equipments for the meeting (see item 3 below)
2. The contactor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro

laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting two hours of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The COR shall provide the sign-in sheets for the members and public.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

- EQ/Processor
 - 28 Push to talk table microphones
 - Push to talk table mics controller
 - 9 Extension Cords
 - 9 Power strips
 - 7 Speaker phones (one in the main conference room for two days and 1 in each breakout room (July 10 only)
 - Phone line in main conference room for two days, phone line in each breakout room (6) for July 10 only.
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 40 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

1. The Contractor shall prepare name badges and tent cards for Panel members, Liaison members, BOSC members and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 40 or more pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.
4. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The COR will provide the contractor with a diagram

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues.

The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Reviewing, discussing and paying the final hotel bill
2. Reviewing, discussing and paying the final A/V invoice
3. Developing the progress report for EPA
4. Developing the final invoice for the meeting

Deliverable Date: Within 30 business days of the conclusion of the meeting.

Amendment 1

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 08**

Title: Public meeting of the SAB Board & BOSC

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through August 11, 2012

Meeting Location: Raleigh, North Carolina

Meeting Dates/Time July 10, 2012 9:00 am – 6:00 pm
July 11, 2012 9:00 am – 5:00 pm

EPA Contacts: Diana Pozun, COR, 202-564-2139
Angela Nugent, TOCOR, 202-564-2218
Naomi Jones, CO, 202- 564-4512

Task 1: Secure Meeting Facility

1. The Contractor shall secure meeting space at the Renaissance Raleigh North Hills Hotel in Raleigh, NC and obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 40 people and approximately 100 - 200 seats in theatre style;
 - b. Six breakout rooms for first day only (July 10) setup in conference style for 25 people and chairs around the table and room. Speakerphone in each breakout room.
 - c. Equipments for the meeting (see item 3 below)
2. The contractor shall procure with the facility the following list of equipment to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro

- EQ/Processor
 - 28 Push to talk table microphones
 - Push to talk table mics controller
 - 9 Extension Cords
 - 9 Power strips
 - 7 Speaker phones (one in the main conference room for two days and 1 in each breakout room (July 10 only)
 - Phone line in main conference room for two days, phone line in each breakout room (6) for July 10 only.
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
3. The contractor shall procure wireless internet access for 40 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOCOR:

1. The Contractor shall prepare name badges and tent cards for Panel members, Liaison members, BOSC members and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOCOR and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOCOR which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 40 or more pocket folders for panel members (the folders shall be furnished by the Contractor). An additional 50 copies of the meeting materials as specified by the COR or TOCOR will be made available to other meeting participants.
4. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The COR will provide the contractor with a diagram

laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOCOR review of all meeting materials

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting two hours of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The COR shall provide the sign-in sheets for the members and public.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOCOR. The on-site personnel shall be proficient in Word Perfect/Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite-personnel shall make sure that refreshments are setup on time, usually ½ hr before the assigned breaks. Sometimes the meeting might run over the scheduled break times and the contractor shall inform the hotel that breaks are running a little behind or ahead.
6. The onsite personnel shall provide printed copies per request from TOCOR. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOCOR.
7. At the conclusion of the meeting, the onsite personnel shall provide the TOCOR with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
8. The Contractor shall return any materials left by the members to be mailed back to them and also the TOCOR's materials back to the EPA office.
9. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOCOR review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOCOR review

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Reviewing, discussing and paying the final hotel bill
2. Reviewing, discussing and paying the final A/V invoice
3. Developing the progress report for EPA
4. Developing the final invoice for the meeting

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 11/09/2012		4. REQUISITION/PURCHASE REQ. NO. PR-OA-12-00131	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		9A. AMENDMENT OF SOLICITATION NO. (x)			
CODE (b)(4)		FACILITY CODE			
		9B. DATED (SEE ITEM 11)			
		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0008			
		10B. DATED (SEE ITEM 13) 04/18/2012			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$840.55
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this Modification, is to deobligate the unliquidated amount of \$840.55, and return that amount back to the Science Advisory Board and close-out Task Order No. 008

TOPO: Angela Nugent Max Expire Date: 09/30/2012

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Total Amount for this Modification: -\$840.55

New Total Amount for this Version: \$44,908.98

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Naomi Jones	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 11-14-12

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>To deobligate the unliquidated amount of \$840.55 and return that amount back to the Science Advisory Board and Close-out Task Order No. 008</p> <p>Total Amount changed from \$45,749.53 to \$44,908.98 Obligated Amount for this modification: -\$840.55</p> <p>CHANGES FOR ACCOUNTING CODE: 11-12-C-261A000-404FB2APV-2532-12261AC004-005 Amount changed from \$17,200.00 to \$16,359.45 Percent changed from 37.59601 to 36.42802</p> <p>Delivery: 09/30/2012 Delivery Location Code: FMSSD US EPA 1200 Pennsylvania Ave NW Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 04/18/2012 to 09/30/2012</p>				

ORDER SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 4

1. DATE OF ORDER 06/22/2012		2. CONTRACT NO. (If any) EP-W-11-051		8. SHIP TO: a. NAME OF CONSIGNEE Alisa Fisher	
3. ORDER NO. 0009		4. REQUISITION/REFERENCE NO.			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, NW (1400R (202) 564-2122	
				c. CITY Washington,	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION		b. ACCEPTANCE		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 08/21/2012	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Perchlorate Meeting Support for EPA's Science Advisory Board Meeting July 18-19, 2012 TOPO: Alisa Fisher Max Expire Date: 08/21/2012 Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$22,470.74				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (0143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$22,470.74	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Naomi Jones TITLE: CONTRACTING/ORDERING OFFICER		

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PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 5/2011)
Prescribed by GSA/FAR 48 CFR 53.213(f)

ORDER FOR SUPPLIES OR SERVICES
SCF FILE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/22/2012	CONTRACT NO. EP-W-11-051	ORDER NO. 0009
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 06/22/2012 to 08/21/2012</p> <p>Perchlorate Meeting Support for EPA's Science Advisory Board Meeting July 18- 19, 2012</p> <p>TASK ORDER #0009 PERCHLORATE MEETING SUPPORT FOR EPA'S SCIENCE ADVISORY BOARD MEETING JULY 18-19, 2012 IN WASHINGTON, DC</p> <p>Accounting Info: 12-13-B-11T-2ZZMG5-2584-1211T21053-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 DCN - Line ID: 1211T21053-001 Funding Flag: Complete Funded: \$22,470.74</p> <p>Perchlorate Meeting Support for EPA's Science Advisory Board Meeting July 18- 19, 2012</p> <p>The obligated amount of award: \$22,470.74. The total for this award is</p>				22,470.74	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$22,470.74	

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2000)

Prescribed by GSA FAR (48 CFR) 63.213(f)

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 09**

Title: Perchlorate Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through August 21, 2012

Meeting Location: Washington, DC

Administrative Meeting July 18, 2012, 8:00 am – 8:30 am

Meeting Dates/Time July 18, 2012, 9:00 am – 5:30 pm
July 19, 2012, 9:00 am – 5:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Thomas Carpenter, TOPO, 202-564-4885
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at the **Embassy Suites Hotel in Washington, DC**. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 20 people and approximately 100 seats in theatre style;
 - b. 1 Speaker Table
 - c. Equipments for the meeting (see item 2 below)
2. The contactor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor

- 12 Push to talk table microphones
 - Push to talk table mics controller
 - 5 Extension Cords
 - 5 Power strips
 - Speaker Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
 - 1 Timer
3. The contractor shall procure wireless internet access for 20 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 2 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOPO:

1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOPO and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOPO which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 20 pocket folders for panel members (the folders shall be furnished by the Contractor). The contractor shall make 1 copy of all meeting materials for public display, and 100 copies of the meeting agenda, committee roster and charge questions for the public.
4. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this

setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOPO review of all meeting materials

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 2 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
7. The Contractor shall return any materials left by the members to be mailed back to them and also the TOPO's materials back to the EPA office.
8. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOPO review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOPO review

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Reviewing, discussing and paying the final hotel bill
2. Reviewing, discussing and paying the final A/V invoice
3. Developing the progress report for EPA
4. Developing the final invoice for the meeting

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 4	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 09/15/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		7. ADMINISTERED BY (If other than item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0009	
				10B. DATED (SEE ITEM 13) 06/22/2012	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items B and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

IGF::CT::IGF

The purpose of this Amendment No. 1, is to deobligate the unexpended funds in the amount of \$22,470.74 and return the funds back to the Science Asdvisory Board.

TOPO: Alisa Fisher Max Expire Date: 08/21/2012

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Obligated Amount for this Modification: -\$22,470.74

New Total Obligated Amount for this Award: \$0.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Naomi Jones	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	ELECTRONIC SIGNATURE	16C. DATE SIGNED 09/15/2014

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. DOCUMENT BEING CONTINUED
EP-W-11-051, J009/001PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Obligated Amount for this modification: -\$22,470.74</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD</p> <p>CHANGES FOR ACCOUNTING CODE: 12-13-B-11T-ZZZMG5-2584-1211T21053-001 Amount changed from \$22,470.74 to \$0.00 Percent changed from 100 to 0</p> <p>Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 06/22/2012 to 08/21/2012</p>				

OF 1 FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/17/2012		2. CONTRACT NO. (if any) EP-W-11-051		6. SHIP TO:				
3. ORDER NO. 0010		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE Alisa Fisher, (202) 564-2122				
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Avenue, NW, Mail Code:1400R)				
7. TO:				c. CITY Washington,		d. STATE DC	e. ZIP CODE 20460	
a. NAME OF CONTRACTOR ENDYNA INC				f. SHIP VIA				
b. COMPANY NAME				8. TYPE OF ORDER				
c. STREET ADDRESS 1345 LANCIA DRIVE				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY MCLEAN		e. STATE VA	f. ZIP CODE 221022203	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB								
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 10/19/2012		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) The Cocontractor shall provide administrative support for public meeting including (a) securing meeting facilities and; (b) providing Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:								
a. NAME		RTP Finance Center				\$40,778.49		17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY		d. STATE		e. ZIP CODE		\$40,778.49		
Durham		NC		27711				
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Naomi Jones TITLE: CONTRACTING/ORDERING OFFICER				

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PREVIOUS EDITION NOT USABLEOPTIONAL FORM 347 (Rev. 2/2012)
Prescribed by GSA/FAR 48 CFR 53.213(f)

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER		CONTRACT NO.			ORDER NO.	
08/17/2012		EP-W-11-051			0010	
ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
0001	<p>pre-meeting and on site logistics support, September 11, 2012, September 12, 2012 and September 13, 2012 TOPO: Holly stallworth Max Expire Date: 10/19/2012 Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 08/17/2012 to 10/19/2012</p> <p>TASK ORDER #0010 CASAC OZONE MEETING SUPPORT FOR EPA'S SCIENCE ADVISORY BOARD MEETING ON SEPTEMBER 11-13, 2012 IN RALEIGH, NC.</p> <p>Accounting Info: 12-13-B-11T-ZZZMG5-2584-1211T21068-001 BEY: 12 EFY: 13 Fund: B Budget Org: 11T Program (PRC): ZZZMG5 Budget (BOC): 2584 DCN - Line ID: 1211T21068-001 Funding Flag: Complete Funded: \$40,778.49</p> <p>The obligated amount of award: \$40,778.49. The total for this award is</p>				40,778.49	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$40,778.49	

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PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2005)

Prescribed by GSA FAR (48 CFR) 53.213(f)

**Science Advisory Board Staff Office
Contract No. EP-W-11-051
Task Order: 10**

Title: CASAC Ozone Meeting

Purpose: Under this Task Order, the Contractor shall provide administrative support for the public meeting including (a) securing meeting facilities and; (c) providing pre-meeting and onsite logistics support.

Period of Performance: The date of the award through October 19, 2012

Meeting Location: Raleigh, NC

Meeting Dates/Time September 11, 2012, 9:00 am – 5:00 pm
September 12, 2012, 9:00 am – 5:00 pm
September 13, 2012, 9:00 am – 12:00 pm

EPA Contacts: Alisa Fisher, PO, 202-564-2122
Holly Stallworth, TOPO, 202-564-2073
Naomi Jones, CO, 202-564-4512

Task 1: Secure Meeting Facility

1. EPA is holding space at the **Raleigh Marriott City Center in Raleigh, NC**. The contractor shall obtain procurement with that facility for:
 - a. one large conference room set up in U shape for 25 people and approximately 150 seats in theatre style;
 - b. 1 Speaker Table
 - c. Equipments for the meeting (see item 2 below)
2. The contractor shall procure with the facility the following list of equipments to provide audio-visual support and administrative support for the meeting:
 - Flatfold screen
 - Flatfold screen dress kit
 - Powered speakers
 - RGBHV Distribution Amplifier
 - Confidence 17: Monitor
 - Folsom Switcher ScreenPro
 - EQ/Processor
 - 12 Push to talk table microphones

- Push to talk table mics controller
 - 5 Extension Cords
 - 5 Power strips
 - Speaker Phone
 - Telephone hookup
 - 1 Phone Line
 - 1 LCD projector
 - 2 Laptops
 - 24 channel studio mixer & speakers or use in-house speaker system
 - 1 Timer
3. The contractor shall procure wireless internet access for 25 panel members to be used in the conference room and one onsite contractor personnel in the reception area.
 4. The contractor shall procure technical AV support for pre- meeting set up and on-site support for the entire 3 day meeting.

Deliverable Date: The contractor shall procure the meeting facility with above requirements within 5 days from the date of the award.

Task 2: Pre-Meeting Support

The contractor shall perform the following tasks through Technical Direction by the COR and/or TOPO:

1. The Contractor shall prepare name badges and tent cards for Panel members, and EPA speakers. The badges for the members should be done in white and badges for the EPA speakers should be done in blue. All badges should have the EPA logo on them. The COR will furnish the Contractor a list of names. The Contractor will prepare the draft name tents and badges for the review by TOPO and COR before finalization. The Contractor will furnish the blank tents cards and also the clip on badges with inserts.
2. The Contractor shall prepare a poster board to be displayed at the hotel outside of the meeting room which identifies the name of the meeting, location of the meeting room, and time of the meeting. This sign should have the EPA logo and lettering in black.
3. The contractor shall make printed copies of the meeting materials as directed by the TOPO which include the meeting agenda, committee roster, charge questions comments from the Panel members and the public, and any other background materials. Copies of these meeting materials will be placed in 25 pocket folders for panel members (the folders shall be furnished by the Contractor). The contractor shall make 1 copy of all meeting materials for public display, and 100 copies of the meeting agenda, committee roster and charge questions for the public.
4. The Contractor shall arrange with the hotel to have the conference room completely set up the day before the meeting. The COR will provide the contractor with a diagram laying out the room arrangement. The contractor shall include EPA personnel in this setup including AV personnel to make sure that all equipment, telephone lines are tested to ensure they function properly prior to the meeting.

5. The reception area outside the conference room shall consist of a registration table with seating for two contractor personnel and a table that is used to display meeting materials. Meeting materials will consist of agendas. The contractor shall set up appropriate office equipments including a laptop and printer and supplies at the registration table.

Deliverable Date: One business day in advance of the meeting

Performance Indicator: Timeliness and Completeness

Quality Assurance: TOPO review of all meeting materials

Task 3: On-Site Meeting Support

1. The contractor shall display the poster board two hours before the meeting starts.
2. The contractor shall provide AV personnel for technical support for the entire 3 day meeting. The AV personnel shall be proficient in Word Perfect/Word/PowerPoint and is responsible for making sure that all presentations are projected on the screen and to be there to troubleshoot any problems with the equipment as well as any problem with audibility of the teleconference line.
3. The contractor shall provide two personnel to provide administrative support. The onsite personnel shall be present and on time starting at 7:00 am of each of the meeting day until meeting adjourns. The personnel shall assure that all meeting participants sign-in each day of the meeting. The sign-in sheet will be provided by the COR.
4. The on-site personnel shall make additional badges and name tents upon requests by the TOPO. They shall provide assistance to Panel members and meeting attendants on any needs that may arise under the technical direction of the TOPO. The on-site personnel shall be proficient in Microsoft Word/PowerPoint to assist EPA staff as needed. The onsite personnel must be at the registration table at all times throughout the duration of the meeting.
5. The onsite personnel shall provide printed copies per request from TOPO. The onsite personnel shall distribute them to the members and meeting attendants upon request by the TOPO.
6. At the conclusion of the meeting, the onsite personnel shall provide the TOPO with a file of documents including the sign in sheets and copies of any materials generated throughout the meeting (e.g. any item presented at the meeting, or copies made for the meeting).
7. The Contractor shall return any materials left by the members to be mailed back to them and also the TOPO's materials back to the EPA office.
8. The Contractor shall collect all the name tents and badges after the end of the meeting and return back to EPA.

Deliverable Date: Due on the day of the meeting

Performance Requirement: The contractor shall provide on-site meeting support.

Performance Indicator: Timeliness and customer Service

Performance Standard: The contract staff behaves in a professional manner at all times.

Quality Assurance: Participant Survey and TOPO review

Performance Indicator: Equipment operational

Performance Standard: The contractor ensures equipment is operational and resolves issues. The Contractor will make sure that an AV Tech will be available during the entire meeting.

Quality Assurance: TOPO review

Task 4: Post Meeting Support

1. After the conclusion of the meeting, the contractor shall perform task order close-out activities to include the following:

1. Reviewing, discussing and paying the final hotel bill
2. Reviewing, discussing and paying the final A/V invoice
3. Developing the progress report for EPA
4. Developing the final invoice for the meeting

Deliverable Date: Within 30 business days of the conclusion of the meeting.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 09/15/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (if applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (if other than item 6) CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ENDYNA INC 1345 LANCIA DRIVE MCLEAN VA 221022203		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-051 0010 10B. DATED (SEE ITEM 13) 08/17/2012	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

Net Decrease:

-\$1,269.86

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of This Amendment No. 1, is to deobligate the unexpended amount of \$1,269.86 and return the funds back to the Science Advisory Board.

TOPO: Holly stallworth Max Expire Date: 10/19/2012

LIST OF CHANGES

Reason for Modification : Other Administrative Action

Total Amount for this Modification: -\$1,269.86

New Total Amount for this Version: \$39,508.63

New Total Amount for this Award: \$39,508.63

Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Naomi Jones	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16C. DATE SIGNED 09/15/2014	ELECTRONIC SIGNATURE

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. DOCUMENT BEING CONTINUED
EP-W-11-05., 0010/001PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
ENDYNA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: -\$1,269.86 New Total Obligated Amount for this Award: \$39,508.63</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Amount changed from \$40,778.49 to \$39,508.63 Obligated Amount for this modification: -\$1,269.86</p> <p>CHANGES FOR ACCOUNTING CODE: 12-13-B-11T-ZZZMG5-2584-1211T21068-001 Amount changed from \$40,778.49 to \$39,508.63</p> <p>Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 08/17/2012 to 10/19/2012</p>				